



Student Academic Offenses

If you have been accused of an academic offense you can take the following steps:

When your instructor suspects you committed an academic offense

- ☐ The instructor will request a meeting with you and the Department Chair, within 10 days of receiving the evidence.
- ☐ You must respond to the meeting request within 7 days to schedule the meeting.
- ☐ In this meeting, the evidence will be reviewed and you will be asked to how you created the work in question.
- ☐ The instructor will determine if an offense was committed and inform you of this within 7 days of the meeting. If the penalty to be imposed is a zero on the assignment or failure in the course, you will be informed. If the penalty to be imposed is harsher, the instructor will let you know the case is being forwarded to the Academic Hearing Panel to determine the proper penalty; please contact us at ombud@uky.edu or (859) 257-3737 for more information.

If you wish to appeal, contact the Academic Ombud at
ombud@uky.edu or (859) 257-3737

- ☐ To appeal the instructor's determination and/or penalty, you must contact the Academic Ombud within 10 days of the notification from the instructor.
- ☐ Collect all documentation that supports your perspective (e.g., course syllabus, emails, canvas messages, grades, etc.).
- ☐ Request a meeting with the Academic Ombud to share your perspective.
- ☐ Grant the Academic Ombud permission to try to resolve the issue, if appropriate.

If you should submit an appeal

- ☐ Submit your letter of appeal and supporting documents, according to the instructions provided.
- ☐ The Academic Ombud will file your appeal within 30 business days of receiving all information.
- ☐ The Academic Appeals Panel will schedule a hearing within 20 business days and invite you to attend.
- ☐ The decision of the Academic Appeals Panel is final. The student, instructor, and appropriate University officials will be notified of their decision.